

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 5, 1998

ALL-COUNTY LETTER NO. 98-30

TO: ALL COUNTY WELFARE DIRECTORS

**REASON FOR THIS TRANSMITTAL**

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: TITLE IV-A CHILD CARE MONTHLY STATISTICAL REPORT (ACF 115)  
AND CHILD CARE MONTHLY REPORT (CW 115)

The Title IV-A Child Care Monthly Statistical Report (ACF 115) has been eliminated beginning with the April 1998 report month. Continuing and new data needs will be met by a new Child Care Monthly Report (CW 115). A copy, with instructions, is attached. The CW 115 meets various state child care data needs including those of the California Work Opportunity and Responsibility to Kids (CalWORKs) program, budget and policy decision making, and reporting requirements of Assembly Bill 1542. Over several months, the CW 115 was developed by the Department in cooperation with the CalWORKs Child Care Work Group. The county's comments and suggestions have been incorporated into this new form.

Reporting on the CW 115 begins with the April 1998 report month. The April 1998 report is due in Sacramento by May 20, 1998. Subsequent reports are due on the 20<sup>th</sup> calendar day following the report month. The submission address is located in the upper right hand corner of the form. The attached form copy is camera ready for your use.

If you have questions about this report, contact Carol Peterson in the Data Operations Branch Reports Unit at (916) 323-7887 or CALNET 473-7887. If you have questions about the Child Care Program, contact your county's Child Care Program analyst at (916) 657-2144 or CALNET 437-2144.

  
JOHN H. WILSON

Deputy Director

Program Planning and Performance Division

c: CWDA  
County Fiscal Officers

Attachments

**Child Care Monthly Report**

Send one copy of this report to:

California Department of Social Services  
 Data Operations Branch - Reports Unit  
 P. O. Box 944243, Mail Station 19-81  
 Sacramento, CA 94244-2430

County	Code	Report Month/Year
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Stage 1 Child Care	Total (a)	Welfare to Work (b)	Cal-Learn (c)	No Longer on Aid (d)
1. Number of Stage 1 <b>families</b> receiving child care in report month .....	1	2	3	4
2. Number of Stage 1 <b>children</b> receiving services in report month .....	5	6	7	8
A. License exempt .....	9	10	11	12
B. Licensed .....	13	14	15	16
3. Total expenditures for Stage 1 children receiving services [A. + B.] .....	17	18	19	20
A. License exempt .....	21	22	23	24
B. Licensed .....	25	26	27	28
4. Children transferred from Stage 1 to Stage 2 or 3 in report month .....	29	30	31	32
5. Total Stage 1 children waiting to be transferred to Stage 2 or 3 .....	33	34	35	36
6. Total number of children who did not receive child care in report month resulting in their parent(s) being exempt from work participation requirements. <b>Do not include children ages 11 and 12 in this total.</b> .....	37			
7. Reason Child Care was not received during report month. Enter the <b>number of children ages 0 to 10</b> . Enter the number of children in each line item.				
A. No funding available for children ages 0 - 10 .....	38			
B. No providers available [B.1) + B.2)] .....	39			
1) For children under 2 years of age .....	40			
2) For children ages 2-10 .....	41			
C. No providers offering child care during nontraditional hours .....	42			
D. Transportation not available .....	43			
E. Other .....	44			
8. Reason child care was not received during report month for children <b>ages 11 and 12</b> . Enter the number of children in each line item.				
A. No funding available .....	45			
B. No providers available .....	46			
C. Other .....	47			

Comments:

Person to contact regarding this form

Telephone

Date

## CHILD CARE MONTHLY REPORT (CW 115)

County welfare departments administer Stage 1 of the child care program; the California Department of Education (CDE) administers the Stage 2 and Stage 3 child care programs. Alternative payment programs administer Stages 2 and 3 under contract with CDE. This report gathers information only on the families or children who were in Stage 1 during the report month.

**CONTENT** - The Child Care Monthly Report collects information on the number of families and children who receive Stage 1 child care services; the number of children who transferred or are waiting to transfer to Stages 2 or 3; the reasons children did not receive child care; and the total expenditures for children receiving services.

**PURPOSE** - The primary purpose of this monthly report is to meet the child care data reporting requirements of AB 1542. This data may be used by federal, state, and county staff to assist in making budget, program, policy and management decisions regarding subsidized child care services and the demand for these services.

**DUE DATE AND SUBMITTAL INSTRUCTIONS** - Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. Counties should send their report to:

California Department of Social Services  
Data Operations Branch, Reports Unit  
P.O. Box 944243, Mail Station 19-81  
Sacramento, CA 94244-2430

### DEFINITIONS

**Welfare-to-Work Program.** This work participation program is mandated by AB 1542, the California Work Opportunities and Responsibilities to Kids (CalWorks) Act. Successful participation in this program allows recipients of aid to receive child care.

**Cal-Learn Program.** The Cal-Learn Program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. The Cal-Learn Program provides supportive services to assist these teen parents to stay in or return to school and graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19, and who have not graduated from high school.

**No longer on aid** - Families who have formerly received aid and are currently receiving child care services in Stage 1.

**Licensed or regulated provider** - A provider that is legally regulated or licensed by a state or local public agency or through a state's designated licensing agent.

**License exempt provider** (legally operating provider - license category not available) - License exempt care provided in a child's home or a family child care home.

### INSTRUCTIONS

Please enter data in each of the four columns for Items 1 through 5.

Column (a): Enter the sum of columns (b), (c), and (d).

Column (b): Enter the number of families/children receiving child care services and participating in the Welfare-to-Work program.

Column (c): Enter the number of families/children receiving child care services and participating in the Cal-Learn Program.

Column (d): Enter the number of families/children receiving child care services who were formerly on aid.

1. Number of Stage 1 families for which child care payment was made in report month: Report by program the number of families for which child care was paid during the report month.
2. Number of Stage 1 children receiving services in the report month: Report by program the number of children who received child care during the report month. This is an unduplicated count, not the sum of Items 2.A. and 2.B. Items 2.A. and 2.B. may be duplicate counts.
  - A. License Exempt: Enter the number of children who were provided care by License Exempt providers.
  - B. Licensed: Enter the number of children who were provided care by Licensed providers.
3. Total expenditures for Stage 1 children receiving services in report month: Enter the total expenditures (Item 3.A. plus Item 3.B.), excluding administrative costs, for children receiving CalWORKs Stage 1 child care services. Enter the expenditures actually made in the report month regardless of when incurred.
  - A. License Exempt: Enter the expenditures for child care services provided by License-Exempt providers.
  - B. Licensed: Enter the expenditures for child care services provided by Licensed providers.
4. Children transferred from Stage 1 to Stage 2 or 3 in report month: Enter the number of children who transferred from Stage 1 into Stage 2 or 3 during the report month. Children are eligible to be transferred from Stage 1 when their parent(s) or caregiver meets the following criteria: a recipient's work or approved work activity is stable; a recipient's need for child care is stable; and when funds are available in Stage 2 or Stage 3.
5. Total Stage 1 children waiting to be transferred to Stage 2 or 3: Enter the number of children in Stage 1 who are eligible to be transferred to Stage 2 or 3 as noted in Item 4. Do not include children whose parent(s) received a lump-sum diversion payment. These children enter Stage 3 without being in Stage 1 or 2.
6. Total number of children who did not receive child care in report month resulting in their parent(s) being exempt from work participation requirements: Do not include children ages 11 and 12 in this total. This must be an unduplicated count of children ages 0 - 10 years.
7. Reason child care was not received during report month. Enter in each line item the number of children for whom child care was not received by reason. These are separate counts for each line item.
  - A. No funding available for children ages 0 - 10: Enter the number of children up to and including ten years of age who were unable to obtain child care because no funds were available in the county to pay for subsidized child care.
  - B. No providers available: This is the sum of items B.1) and B.2).
    - 1) For children under 2 years of age: Enter the number of children under two years of age for whom no providers were available.
    - 2) For children ages 2 - 10: Enter the number of children from ages 2 up to and including age ten for whom no providers were available.
  - C. No providers offering child care during nontraditional hours: Enter the total number of children, ages 0 - 10 years, for whom there were no providers offering care during nontraditional hours.
  - D. Transportation not available: Enter the number of children ages 0 to 10 years, for whom child care was not received because neither public nor private transportation was available to transport the child from his or her home to the provider.
  - E. Other: Enter the number of children for whom child care was not obtained due to circumstances not noted above which prevented the utilization of child care. Examples could be no available providers who offered child care for children with special needs or no providers who could take care of a sick child.
8. Reason child care was not received during report month for children ages 11 and 12. Enter in each line item the number of children for whom child care was not received by reason. These are separate counts for each line item.
  - A. No funding available: Enter the number of children ages 11 and 12 for whom child care was not available due to lack of county funds to pay for subsidized child care.
  - B. No providers available: Enter the number of children ages 11 and 12 for whom child care was not available due to lack of child care providers.
  - C. Other: For any other reason, such as transportation not being available.

**Comments:** Note here when any counts entered above include children who were provided services in another month, but who were inadvertently not counted previously. Note the number of children and the item affected. Specify/explain Items 7.E. and/or 8.C. "Other" entries.